



POSITION TITLE: BUILDING & FACILITIES TECHNICIAN I  
CLASS DESCRIPTION, 2020  
POSITION NUMBER:  
STATUS: NON-EXEMPT  
JOB FAMILY:

### GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to perform the general upkeep of the facility to include building and grounds maintenance, custodial, and litter control functions. Performs related work as required. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

### SPECIFIC DUTIES AND RESPONSIBILITIES

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.**

### EXAMPLES OF ESSENTIAL FUNCTIONS

Performs cleaning duties, such as but not limited to, Sweeps and mops floors; Cleans and maintains restroom areas; Dusts; Washes windows; Empties trash receptacles and properly disposes of contents.

Performs and/or schedules floor-cleaning duties such as sweeping, mopping, stripping and buffing of floors; Schedules floor work to ensure the least possible disruption of work routines in buildings and offices.

Maintains cleaning equipment such as washing mops, buffing pads and changing vacuum cleaner bags.

Performs minor maintenance on buildings such as touching up interior painting, tightening screws on door hinges, replacing ceiling tiles.

Performs general building maintenance; troubleshoots and repairs ballasts, lighting and electrical problems; Replaces lighting inside and outside of facilities to including facility signage such as exit signs; makes plumbing repairs; repairs heating and air conditioning systems; replaces filters; repairs emergency generators; forms and finishes concrete; fabricates metal.

Maintains clean air filters for the HVAC system within County facilities.

Performs in rough and finished carpentry; repairs to wooden structures and equipment such as doors, windows, roofs, docks, ladders, floors, benches, fences, etc.

Assembles and removes furniture; retrofits furniture and cabinets for new equipment, computers and personnel.

Requests supplies through supervisor, ensuring inventory is adequate to perform duties of position, stores equipment and supplies.

Maintains supply logs and daily work logs to include on-duty time and activities.

Opens buildings for meetings; closes buildings after meetings.

Programs voting machines, performs maintenance on machines.

Maintains confidentiality of sensitive and personal information.

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

**MARGINAL FUNCTIONS**

Supports the Department response pursuant to the National Incident Management System (“NIMS”) in the event of a domestic incident.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by one (1) to two (2) years of previous experience and/or training involving building and ground custodial and maintenance work; or an equivalent combination of education, training, and experience. Commercial Pesticide Applicator License is preferred.

**PREFERRED TRAINING AND EXPERIENCE**

High school diploma or equivalent and/or enrollment or completion of vocational training in building trades or related field; supplemented by three (3) to five (5) years of previous experience and/or training involving building and ground custodial and maintenance work and one (1) to three (3) years of construction, electrical and plumbing experience; or an equivalent combination of education, training, and experience. Commercial Pesticide Applicator License.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of custodial procedures and proper use of custodial equipment.
- Knowledge of proper maintenance procedures such as when to change filters, lighting, etc..
- Knowledge of basic carpentry skills and state and County building codes.
- Knowledge of proper plumbing techniques and repair.
- Ability to follow a daily/monthly maintenance schedule and to ensure routine equipment maintenance is kept up-to-date.
- Ability to communicate with inter- and intra- departmental personnel both in written and verbal communications.
- Ability to identify, troubleshoot and properly repair items within County facilities as issues arise.
- Ability to work independently or as a team to ensure timelines are met.
- Ability to be self-motivated and self-efficient.
- Ability to receive instructions and carry out the given tasks in a timely and efficient manner without prompting.
- Ability to maintain confidentiality of sensitive and personal information.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

**PHYSICAL DEMANDS**

Physical Strength for this position is indicated below with an “X”

<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>X</u>	<u>Heavy</u>	<u>Very Heavy</u>
<u>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</u>	<u>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</u>	<u>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</u>		<u>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</u>	<u>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</u>

Physical Demands for this position are indicated below:

<u>C</u> Continuously 2/3 or more of the time.	<u>F</u> Frequently From 1/3 to 2/3 of the time.	<u>O</u> Occasionally Up to 1/3 of the time.	<u>R</u> Rarely Less than 1 hour per week.	<u>N</u> Never Never occurs.	<u>D</u> Daily	<u>W</u> Several Times Per Week	<u>M</u> Several Times Per Month	<u>S</u> Seasonally	<u>N/A</u> Not Applicable
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<u>-Physical Demand-</u>	<u>-Frequency-</u>	<u>-Brief Description-</u>
Standing	C	Custodial work; Replacing ceiling tiles and lighting repairs
Sitting	O	Desk work, Meetings
Walking	C	To other departments/offices/buildings, Gathering supplies
Lifting	F	Supplies, Equipment
Carrying	O	Supplies, Equipment
Pushing/Pulling	F	Equipment, Tables and Chairs
Reaching	F	For supplies, equipment, Replacing ceiling tiles, Lighting repairs
Fine Dexterity	O	Computer Keyboard, Telephone pad, Mobile Device pad
Kneeling	F	Replacing filters, Making repairs
Crouching	F	Replacing filters, Making repairs
Crawling	F	Replacing filters, Making repairs
Bending	F	Replacing filters, Making repairs
Twisting	O	Making repairs
Climbing	F	Ladder, Step stool, Changing light fixtures
Balancing	F	Ladder, Step Stool, Changing light fixtures
Vision	C	Reading, Ensuring cleanliness
Hearing	C	Communication with others
Talking	O	Communication with others
Foot Controls	N/A	N/A
Other (specified if applicable)	N/A	N/A

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:**

PC, Outlook (email), Adobe Acrobat, Internet Browsers, Remote Desktop Tool, Kronos, Handheld tools,

**ENVIRONMENTAL FACTORS:**

<u>C</u> Continuously	<u>F</u> Frequently	<u>O</u> Occasionally	<u>R</u> Rarely	<u>N</u> Never	<u>D</u> Daily	<u>W</u> Several Times Per Week	<u>M</u> Several Times Per Month	<u>S</u> Seasonally	<u>N/A</u> Not Applicable
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<u>-Health and Safety Factors-</u>	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	N/A

<u>-Environmental Factors-</u>	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	F
Wetness/Humidity	O
Physical Hazards	R

**NON-PHYSICAL DEMANDS:**

<u>F</u> Frequently	<u>O</u> Occasionally	<u>R</u> Rarely	<u>N</u> Never	<u>N/A</u> Not Applicable
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From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs	
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<u>-Description of Non-Physical Demands-</u>	<u>-Frequency-</u>
<u>Time Pressure</u>	<u>R</u>
<u>Emergency Situation</u>	<u>N</u>
<u>Frequent Change of Tasks</u>	<u>N</u>
<u>Irregular Work Schedule/Overtime</u>	<u>N</u>
<u>Performing Multiple Tasks Simultaneously</u>	<u>R</u>
<u>Working Closely with Others as Part of a Team</u>	<u>N</u>
<u>Tedious or Exacting Work</u>	<u>O</u>
<u>Noisy/Distracting Environment</u>	<u>N</u>
<u>Other</u>	<u>N/A</u>

**PRIMARY WORK LOCATION:**

<u>Office Environment</u>	<u>X</u>	<u>Vehicle</u>	<u>X</u>
<u>Warehouse</u>		<u>Outdoors</u>	<u>X</u>
<u>Shop</u>		<u>Other</u>	
<u>Recreation/Neighborhood Center</u>			

**ACKNOWLEDGEMENT**

**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.**

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.